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## **MHFI Director of Operations: Summary of Work Undertaken in October 2016**

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Tasks included ...

- Creating a Service Agreement for Totem Video Productions in relation to the 'Through the Eyes of Men' video project on how to engage men and, later, revising this to reflect new requirements.
- Liaising with contributors to the videos, and preparing a detailed briefing pack for them.
- Arranging and scheduling locations for filming 'Through the Eyes of Men'.
- Attending / coordinating film shoots in Dungarvan and North Dublin, and sending thank you messages to all participants.
- Making all practical arrangements for the first meeting of the 'Healthy Ireland - Men' (HI-M) Advisory Group, and contributing to this meeting.
- Working with Barry Murphy on the graphic design of the HI-M Action Plan.
- Proofing, editing and finalising the HI-M document.
- Recruiting participants and contributors for the Men's Health Symposium in Dr Steevens' Hospital (including a select HSE invitation list) to launch HI-M.
- Liaising with GERALYN NOLAN (HSE) about registration, and drafting a briefing pack for all applicants.
- Arranging catering with Aramark in Dr Steevens, and securing a HSE cost code to pay for this.
- Meeting with staff in Dr Steevens' Hospital to discuss the practicalities of the Symposium.
- Coordinating the submission of abstracts for the Symposium.
- Agreeing the Foreword for the 'Connecting with Young Men' Evaluation Report with the National Office for Suicide Prevention (NOSP).
- Finalising the full 'Connecting with Young Men' Evaluation Report and circulating it to stakeholders.
- Identifying and recruiting members for the Middle-Aged Men (MAM) Project's Advisory Group.
- Participating in a Skype call with MDN and ITC about MAM Focus Groups.
- Asking Amen to arrange a Focus Group for the MAM study.
- Preparing and submitting funding applications to NOSP for Men's Health Week 2017 and Year 2 funding for the MAM initiative.
- Arranging a teleconference to discuss NOSP's Governance Questionnaire for funded bodies, and assisting MHFI Trustees to complete this paperwork.
- Researching options for Payroll Services on behalf of MHFI.
- Renewing MHFI's web domain registration and arranging payment for this.
- Requesting quotes for an MHFI pull-up banner, contacting the preferred supplier, and overseeing the design / printing process.
- Participating in a meeting with Jack O'Connor (Movember) as a follow-up to the last MHFI Management Committee meeting.
- Updating and briefing all partners and presenters involved in the International Men's Day (IMD) health event at Stormont.
- Identifying and recruiting high-level participants for the IMD event.
- Briefing the Northern Ireland Minister for Health's Office on the IMD event.
- Liaising with the Events Team in Stormont about the practicalities of the IMD event.
- Collating speaker biographies for the IMD event and preparing the programme outline for delegates.
- Representing MHFI at the first and second meetings of the Advisory Group for the Irish Men's Sheds Association's Health Project.
- Participating in a Southern Area Men's Health Group planning meeting.
- Contributing to a meeting of the South Eastern Men's Network.
- Representing MHFI at a meeting of the Steering Group for the Cancer Caregiver Project within Queen's University Belfast.
- Contributing to the 'Dads Direct' strategic planning process.
- Meeting the 'Fathers That Matter' group in Belfast to help them create an engagement plan.
- Submitting regular content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new reports available online; uploading content to the Secure Committee Login Area of the MHFI website.
- Undertaking ongoing miscellaneous tasks, including: responding to requests from external groups / individuals; maintenance of the MHFI Yahoo Email Group; actioning issues raised by the MHFI Board of Trustees; expanding and updating MHFI's electronic mailing lists ...